



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

AQO

SEP 24 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT DISTRICTS

SUBJECT: Contract Closeout for Naval Surface Warfare Center
(NSWC)

This is in follow-up to AQOE memorandum of June 12, 1996, that addressed additional contract closeout effort in support of NSWC, White Oak Detachment. NSWC is relocating to Dahlgren, VA this month, and had asked DCMC to complete contract closeout actions traditionally performed by the Procuring Contracting Officer as a way to help streamline the relocation process.

All contract administration offices should be reminded that this contract closeout effort for NSWC pertains only to those contracts administered by DCMC. Any contracts retained for administration by NSWC must be closed by NSWC. Additionally, and as described in the original NSWC delegation dated May 24, 1996 (see attachment), NSWC set aside, a total of \$50,000.00 for use by DCMC Administrative Contracting Officers (ACOs), as needed, to replace funds that have canceled. Prior to executing any contract modification obligating additional funds, the ACO should advise NSWC, ATTN: Mr. Bruce Franks, (540) 653-7958 or DSN 249-7958, in order to ensure required funds remain available.

Finally, it is noted that other buying activities are reorganizing and relocating, and they may also ask DCMC to perform similar contract closeout work. DCMC accepted and will comply with the NSWC delegation, in part, because of its relatively small scope and minor impact on basic DCMC mission performance. In view of the continuing budgetary pressure, DCMC will not accept delegations of this kind in the future. Our principal focus and attention must be directed toward our assigned contract administration mission.


JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060+221



N REPLY
REFER TO

AQOE

JUN 12 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: Delegation of Authority - Naval Surface Warfare Center

The Naval Surface **Warfare** Center (NSWC) White Oak Detachment is scheduled to close in September 1996. As a result, in addition to the normal **DCMC** closeout **functions**, the Navy has delegated authority to **DCMC** to perform the final contract closeout **functions** normally completed by the buying office.

The attached **NSWC** letter contains the list of physically completed contracts for closeout, delegation of specific lines of authority to **DCMC**, actions **NSWC** will take prior to transfer of the contract files to **DCMC CAOs**, and points of contact.

As soon as the **CAOs** receive this **delegation**, they should contact **NSWC** and establish the appropriate lines of communication to ensure the closeout process will proceed efficiently and effectively.

The point of contact at **HQDCMC** is Ms. Josephine Ross, (703) 767-344 or **DSN** 427-3442.

JILL E. PETTIBONE
Executive Director
Contract Management Policy

Attachment





DEPARTMENT OF THE NAVY

NAVAL SURFACE WARFARE CENTER
DAHLGREN DIVISION
17320 DAHLGREN ROAD
DAHLGREN, VIRGINIA 22448-5100

IN REPLY REFERTO

4200

S10-BWF

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From: Commander, Naval Surface Warfare Center, Dahlgren Division
To: Defense Logistics Agency/DCMC, 8725 John J. Kingsman Road,
Suite 2533, Fort Belvoir, VA 22060-6221 (Attn: Colonel
Patricia Bayless/AQOE)

Sub-j : DELEGATION OF AUTHORITY

Encl : (1) List of White Oak contracts

1. DCMC is hereby delegated authority to initiate required actions to close Naval Surface Warfare Center (NSWC) White Oak Detachment contracts listed on enclosure (1) . This delegation is in accordance with the provisions of FAR 42.302(c) . Any additional contract administration functions not listed in 42.302(a) and (b), or not otherwise delegated, remain the responsibility of the contracting office. Delegated authority includes, but is not limited to:

a) Authorize the contractor to present an "interim" final voucher for payment prior to funds expiring

b) Issue a modification establishing the billing rate at _% of incurred costs and associated fee for T&M contracts.
(% to be established by DCMC)

c) Issue a modification for DFAS to pay the oldest ACRN's first

d) Pay expired funds from \$50,000 fund established by NSWCDD . DCMC should seek project funding for expenditures greater than \$1,000 from the program involved in the contract to be closed. The line of accounting to be used for funding final payment is as follows:

97X4930.NH1E 000 77777 0 00178 2F 000000 6D11BACCN \$50,000

e) Utilize early close-out procedures

Subj : DELEGATION OF AUTHORITY

2. To accommodate NSWC's close out procedures DCMC agrees to:

- a) Complete a DD 1594 for inclusion in contract file
- b) Maintain shipping list of contracts closed.
- c) Ship NSWC's contract files after close out to:

Washington National Records Center
4205 Suitland Road
Washington, DC 20409
(301)457-7060

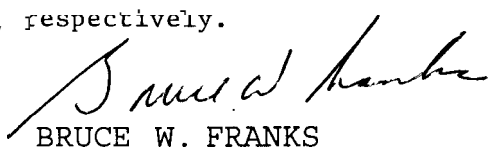
- d) Establish point of contact for close out actions

3. NSWCDD will ensure the following actions are taken prior to transfer of files to the appropriate CAO:

- a) All contracts will have shipment/acceptance documentation.

- b) Current payment obligations/disbursement are provided, ~~for~~
~~contracts not administered by DCMC.~~ *OK per conv. w/ Mr. Franks 6-11-92*

4. The point of contact at NSWCDD in our Comptroller Department is Mr. Richard Bumbrey (Code M21) DSN 249-⁷²³⁴~~7234~~. If Mr. Bumbrey is unavailable contact Mr. Shirley Wasenko ⁷²³⁴Ms. Gloria Jones DSN 249-7234. The point of contact in the Procurement Division is Mr. Bruce W. Franks DSN 249-7958. Commercial phone numbers are (540) 653-⁷³²⁴~~7234~~ and (540) 653-7958, respectively.


BRUCE W. FRANKS

By direction